

UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Administrative Staff

DATE: 2 April 1963

FROM : Chief, Records & Services Branch

SUBJECT: Monthly Activity Report

1. PROJECTS AND STUDIES IN PROCESS

1a. Records Survey of RE&CD

A records survey of the Real Estate and Construction Division was completed in March. A draft of a revised Records Control Schedule has been prepared for approval.

Excessive duplication of records was found as well as a large amount of material which is obsolete. A memo suggesting destruction of outdated records and recommending other necessary action has been prepared.

2. ITEMS OF GENERAL INTEREST

C. Logistics Signal Center

The Logistics Communicator visited the [REDACTED] on 28 March 1963. The purpose of the visit was twofold -- to acquaint him with the operation there and to resolve certain communication problems.

During March, the Signal Center handled a total of 390 incoming messages of which 117 were relays. There were 444 outgoing messages, 127 were relays.

Detail of Personnel

[REDACTED] has been detailed to the Logistics Security Staff for a three month period. [REDACTED] has been detailed from the Office of the Chief, Administrative Staff, to the Records and Services Branch for this period.